



Town of Holderness
PO Box 203, Route 3
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TOWN OF HOLDERNESS BUILDING PERMIT PROCEDURE

Revised 11/20/06

This regulation is adopted by the Selectmen to carry out the purposes of the Zoning Ordinance adopted at the Town Meeting on March 12, 1985.

DUTIES OF THE APPLICANT

1. Any person, persons, partnership, trust, corporation, or LLC intending to erect, construct, alter, or reconstruct any building or structure shall first make application for a permit on forms obtained at the Selectmen's Office.

- A. Said application must be accompanied by an approved **CERTIFICATE OF COMPLIANCE (NH ENERGY CODE)**. The Energy Code Compliance Package can be obtained from:

Public Utilities Commission
21 S. Fruit Street, Suite 10
Concord, NH 03301 (603) 271-2431
www.puc.state.nh.us

- B. A signed statement of the intended use of said structure or alteration must be included on the Building Permit Application.
 - C. Said applicant must have received an ***Approval for Construction*** certificate for a waste disposal system from the ***New Hampshire Department of Environmental Services, Subsurface Systems Bureau*** and the ***Town of Holderness Health Officer***.
 - D. Automatic Fire Warning and Smoke Detection Systems (RSA 153:10a):

Every single-family dwelling or single-family dwelling unit within a multi-family dwelling which is built or substantially rehabilitated after January 1, 1982 shall be equipped with an automatic fire warning system. Every hotel, boarding house or lodging house, or family hotel built or substantially rehabilitated after December 31, 1979 shall be equipped with an automatic fire warning system in each dwelling unit and in each common hallway. Such systems shall include the features of automatic smoke detection and fire detection devices and be ***hard wired***.

- E. Each application shall be accompanied by a ***plan or sketch*** showing existing and proposed construction relative to ***lot lines (setbacks), septic tank location (include the size of the tank), well location, and any outbuildings***. Also, if known, ***location of well or septic systems within the setbacks of an adjoining property***.

DUTIES OF THE APPLICANT - continued

- F. The proposed building/structure location *must be staked out with side lines and back lines marked.*
2. The applicant shall make the premises accessible to the Selectmen, or their Agent, at a reasonable time for the performance of their duties.
 3. The applicant shall attest to the fact that the structure or building to be erected, constructed, altered or reconstructed shall comply with all ordinances and regulations. *The structure shall be used only for the purpose stated on the application.*

APPLICATION FEES – AS SET BY THE BOARD OF SELECTMEN**ADDITIONAL FEES WILL BE CHARGED FOR EXTRA VISITS TO THE SITE****ISSUANCE OF PERMITS**

The Compliance Officer will inspect the property and issue a conditional permit or deny the permit.

There is a 20 day Posting Period for Permits.

A building permit shall become invalid unless operations are commenced within six (6) months from the date of issuance. A building permit shall become invalid eighteen (18) months from the date of issuance.

Permits are needed for **BUT ARE NOT LIMITED TO** the following:

- Each residence or dwelling unit
- Additions/Alterations
- Swimming pools
- Tennis courts
- Docks, Floats, Piers, Ponds
- Wells

NOTE: YOU MUST ALSO APPLY TO THE *NH DEPARTMENT OF ENVIRONMENTAL SERVICES, WETLANDS DIVISION*. APPLICATIONS ARE AVAILABLE AT THE TOWN CLERK'S OFFICE

- Storage sheds, Garages, Barns, etc.
- Fences over 6 feet in height
- Signs, Pedestals
- Retaining Walls, Culverts and Paving

NOTE: DRIVEWAY PERMITS ARE AVAILABLE FROM THE *HOLDERNESS DIRECTOR OF PUBLIC WORKS* AT 536-2932

DRIVEWAYS AND ROADS THAT ACCESS ANY STATE HIGHWAY MUST BE APPROVED BY THE: *NH DEPARTMENT OF TRANSPORTATION, 2 SAWMILL ROAD, GILFORD, NH 03246* (603) 524-6667

- Septic Systems - APPLY TO ***HOLDERNESS HEALTH OFFICER***
- Installation/Alteration Oil Burning Equipment - APPLY TO ***HOLDERNESS FIRE CHIEF***

ANY CONSTRUCTION DONE WITHOUT A VALID BUILDING PERMIT CAN BE ORDERED REMOVED AND CAN BE ASSESSED A FINE OF UP TO \$100.00 PER DAY UNDER RSA 676:15 AND 676:17.

COMPLIANCE/HEALTH OFFICER: Holderness Board of Selectmen

LOCATION: Holderness Town Office

OFFICE HOURS: Monday - Friday 8:30 AM to 4:30 PM

TELEPHONE: (603) 968-2145 **FAX:** (603) 968-4491